



**DEPARTMENT OF THE ARMY**  
**104<sup>th</sup> AREA SUPPORT GROUP**  
**Unit 20193, Box 0001**  
**APO AE 09165**

REPLY TO  
ATTENTION OF

AETV-HUG-DT

24 August 2004

**SUBJECT: Command Policy (CP) 4-3, Procurement/Acquisition of Base Operations (BASOPS) Vehicles and Equipment**

**1. References:**

- a. DoD Directive 4500.36, Management, Acquisition, and Use of Motor Vehicles, 10 Apr 85.
- b. AR 420-18, Facilities Engineering Materials, Equipment, and Relocatable Building Management, 03 Jan 92.
- c. AR 71-32, Force Development and Documentation – Consolidated Policies, 03 Mar 97.
- d. DA Pam 710-2-1, Using Unit Supply System (Manual Procedures), 31 Dec 97.
- e. AR 58-1, Management, Acquisition, and Use of Motor Vehicles, 28 Jan 00.
- f. AE Regulations 58-1, Management, Acquisition, and Use of Nontactical Vehicles (NTVs), 27 Jan 03.
- g. Memorandum, IMA-E, SFIM-EU-LD-T, 05 Jun 03, subject: Acquisition of Nontactical Vehicles (NTVs).
- h. Memorandum, 104<sup>th</sup> ASG, AETV-HUG-DT, 02 Dec 03, subject: 104<sup>th</sup> Area Support Group (ASG) Standard Operating Procedures (SOP) for the Non tactical Vehicle (NTV) Program and Interagency Fleet Management System (IFMS).
- i. Memorandum of Agreement between the General Services Administration (GSA), Federal Supply Services (FSS) and the Installation Management Agency (IMA), Europe Region, 09 Jan 04, subject: Provisions of Consolidated Non-Tactical Fleet Management Services to IMA, Europe Region.
- j. AR 710-2, Inventory Management Supply Policy Below the Wholesale Level, 25 Feb 04.

**2. PURPOSE:** This policy sets guidelines for the procurement of BASOPS vehicles and equipment within the 104<sup>th</sup> Area Support Group (ASG).

**3. APPLICABILITY:** This policy establishes responsibility for all units, activities, and staff elements within the 104<sup>th</sup> ASG requesting the procurement of BASOPS vehicles and equipment.

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4. POLICY: Procurement of BASOPS vehicles and equipment for use in completing Department of Defense (DoD) missions, functions, activities or operations.

a. All administrative NTVs will be requested through the 104<sup>th</sup> ASG Directorate of Logistics (DOL) from the Interagency Fleet Management System (IFMS).

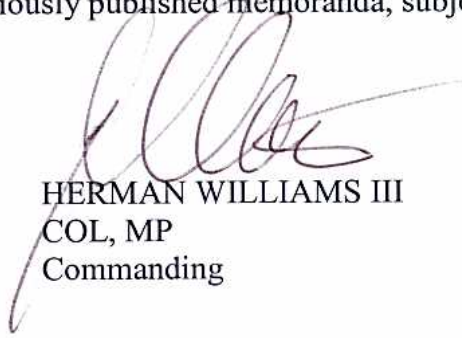
b. Prior to the procurement of any BASOPS vehicles, NTVs, special purpose vehicles, base command equipment, etc, the Base Support Battalion (BSB) Property Book Officer (PBO) will verify Table Distribution of Allowances (TDA) authorizations and determine the correct method of procurement.

c. Prior to any funding obligations, all procurement requests will be routed through the 104<sup>th</sup> ASG DOL for validation.

d. All units and organizations will initiate procurement of vehicles and equipment in accordance with the SOP for the Procurement/Acquisition of BASOPS Vehicles and Equipment within the 104<sup>th</sup> ASG dated 26 Jul 04.

5. Questions concerning specific situations pertaining to the procurement/acquisition of vehicles should be directed to the 104<sup>th</sup> ASG NTV Manager (323-3254) or the BSB Transportation Officer, 221<sup>st</sup> BSB (337-6898), 222<sup>nd</sup> BSB, (485-7270), 284<sup>th</sup> BSB (343-7088) or 414<sup>th</sup> BSB (322-1540).

6. This memorandum supercedes all previously published memoranda, subject as above.



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COL, MP  
Commanding